



AUTO PARTS SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and coordinate the operations within the equipment auto parts storeroom; and to perform a variety of technical tasks relative to implementing an equipment and auto parts storage program.

Supervision Received and Exercised:

Receives direction from the Equipment Maintenance Superintendent or from other supervisory or management staff.

Exercises direct supervision over auto parts specialists.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Plan, prioritize, assign, and review the work of staff involved in activities in the auto parts storeroom; supervise the daily operations of the storeroom.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities; plan and implement proper warehouse operation procedures; develop and implement procedures for ordering, receiving, storing, and issuing parts, equipment, tools and supplies.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Participate in the selection of staff; provide staff training; work with employees to correct deficiencies; implement discipline procedures.
- Answer questions and provide information to the public and other departments and divisions; investigate complaints and recommend corrective action as necessary to resolve complaints.

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- Determine minimum and maximum inventory levels; examine competitive bidding practices for parts; keep informed of market conditions and new products; supervise and participate in development of bid specifications; solicit and analyze bids; review contracts and purchase orders; maintain contact and negotiate with vendors; make award of purchase; evaluate vendor performance.
- Process in-house repair orders for inventory; assist with completion of invoices and receiving copies; supervise the verification, extending and posting of invoices to proper accounts.
- Coordinate annual inventory process; assume responsibility for inventory reconciliation; oversee the disposal of obsolete inventory through public auction; oversee the maintenance of inventory security.
- Confer with department representatives to determine purchasing needs, specifications and areas of standardization; coordinate with other City departments regarding cost centers, purchasing procedures, contracts, inventories and requisitions.
- Oversee the operations of the computerized information system; supervise the filing system maintenance for inventory control management.
- Assist staff at parts counter and throughout the parts room as needed.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in automotive, heavy equipment and parts stores work, including experience in supervision and computerized inventory systems.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in purchasing, accounting, business administration or a related field.

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

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This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 9100

Salary Range: 27

FLSA: Non-Exempt